

Building Information Tracking System (BITS)

Capital Outlay & Facility Management Forum
October 20, 2010

What is BITS ?

- Web-enabled application owned by BCOM and used to manage Capital Outlay Projects that can be accessed by Agency and Central Government authorized users from any computer on the internet running Explorer 8, Firefox, Chrome, Opera or Safari

Who uses BITS?

- Agency use is for processing selected CO and BO Forms
- BCOM use is for Project Review activities and Business Operations
- DPB use is to provide input to the new Performance Budgeting system
- APA, HAC, SFC, SCHEV, and SFMO use is inquiring and reporting key project data

Forms Processing

- Authorized Agency staff will log into the BITS database with one or more of the following “permissions” for CO and/or BO forms:
 - **VIEW**
 - **CREATE / EDIT**
 - **APPROVE / SUBMIT**
- Users will be able to view “form status” at any time:
 - **DRAFT**
 - **IN PROCESS**
 - **APPROVED**

Forms Processing

- Current method of routing Excel forms as e-mail attachments ends
- Workflow will route Agency submitted forms to the appropriate BCOM staff
- Approved forms will be “distributed” via an e-mail notification which will include a hyperlink to allow the user to quickly access the specific form in the database

Forms Processing

- Users may at any point in time print a form or export the form to Excel, pdf, or several other formats
- Revision numbers will be assigned to each approved form
- Some supporting forms and documents will continue to be submitted via e-mail or hard copy
 - Bid Tabulation, Sketches, Inspection Reports etc.

Capital Outlay (CO) Forms

- The following CO forms will be processed in BITS:
 - CO-2 Authority to Initiate Capital Outlay Project
 - CO-4 Application for Approval of Schematic Design
 - CO-5 Application for Approval of Preliminary Design
 - CO-6 Application for Approval of Working Drawings
 - CO-8 Approval to Award Construction Contract
 - CO-14 Project Completion Report

Capital Outlay (CO) Form Logs

- Logs of the following forms will also be available for viewing within BITS:
 - CO-3 A/E Contract
 - CO-11 Construction Change Order
 - BCOM will extract and enter key data from the hard copies or electronic copies of the CO-3 and CO-11 forms submitted to the Bureau

Building Official (BO) Forms

- The following permitting forms will be processed using BITS:
 - CO-17 Building Permit
 - CO-17 IND Building Permit for Industrialized Building
 - CO-17 MAN Building Permit for Manufactured Home
 - CO-17 TWR Communications Tower Building Permit
 - CO-17 TMP Building Permit for Temporary Structure
(e.g., tents, stages, bleachers)
 - CO-17 SPC Special Use Permit
(e.g., concert events, amusement devices)

Building Official (BO) Forms

- The following certification forms will be processed using BITS:
 - CO-13.3 Certificate of Use and Occupancy
 - CO-13.3 IND CUO for Industrialized Building
 - CO-13.3 MAN CUO for Manufactured Home
 - CO-13.3 TWR CUO for Communications Tower
 - CO-13.4 Building Permit Close Out
(Replaces a “Close Out Letter”)

Features to Assist Agency Users

- Form Replication

- Copy data from any existing form to begin a new form

- Converted Data

- Selected form data from existing BITS system will be converted

- Filtering

- Find forms based on multiple criteria including a quick find based on the 5-digit or 8-digit project code

Features to Assist Agency Users

- Project Number Unknown

- BCOM assigns project code for a new “non-cap” project after the form is submitted

- Agency Tracking Number

- Agency may enter their own internal identifier separate from the BCOM assigned number

- Attachments

- BCOM may upload other related documents as attachments which are accessible for viewing / download

Training / Assistance

- Online documentation and examples
- Data entered in new system is essentially the same as data entered on the current Excel forms
- Training will focus on finding existing forms, creating and editing forms, and navigating the system
- Assistance will be provided by BCOM staff via phone or e-mail

Future Development

- Additional forms (e.g. Demolition Permits)
- Enhanced reporting
- New input screens to facilitate project status updates

System Demonstration

BITS Login Screen

Login - Windows Internet Explorer provided by Virginia IT Partnership


<https://bits.dgs.virginia.gov>

File Edit View Favorites Tools Help


Star Favorites




Citrix XenApp - ... Forms Home Page Citrix XenApp - ... Login

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

 Department of General Services
Commonwealth of Virginia

Home > Login

 **User Login**

-  Create new user
-  Forgot password
-  Change password

Secure Log In

User Name:



Password:

Need Help?

Press the F1 key at any time and on any page...

Please Note: BITS is a secured intranet application and requires that you have an approved account before accessing it. By accessing it, you also agree to the [Acceptable Use Policy](#)







The Forms Home Page


Forms Home Page


[Home](#) > Forms Home Page

Project Number:
☐ Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: **Project # = 16130**


Edit	Copy Form To	Agency	Number ▲	Tracking	Title	Form Type ▲	Rev. # ▲	Submitted	Status	Appropriation	Building Name	Work Permitted
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	0	06/10/1998	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	1	06/06/2000	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	2	06/07/2002	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	3	07/06/2006	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	4	06/29/2010	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-001		CARLISLE AHQ	CO-2	0	08/17/2000	APPROVED	\$13,070,088		

Page 1 of 24
 Item 1 to 10 of 236


Add New Empty Form (Click on the form to add from the list below)

Form Type

Additional Filtering Options



Forms Home Page



Home > Forms Home Page

Project Number:

View & Edit or Copy Existing Forms, Filter: **Project # = 16130**

Filter Settings

Agency	--All Agencies--	Active Role	--All Roles--
Project Number	<input type="text" value="16130"/>	Form Type	--All Forms--
Agency Tracking Number	<input type="text"/>	Status	--All Forms--
Building Name	<input type="text"/>	Work Permitted	All CO Forms
Close Out Dispensation	--All Close Out Dispensations--		All BO Forms
Submit Date	--All Dates--		CO-2, Authority to Initiate Capital Outlay Project

Available

Selected

Edit	Copy Form To	Agency	Number ▲	Tracking	Title	Form Type ▲	Rev. # ▲	Submitted	Status
	--Select the f▼	501	16130-000		FACI...				
					IMP: UPGRADE OPERATIONAL FACI...	CO-2	3	07/06/2006	APPROVED
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL	CO-2	4	06/29/2010	APPROVED

CO-3, A/E Contract Log
 CO-4, Application for Approval of Schematic Design
 CO-5, Application for Approval of Preliminary Design
 CO-6, Application for Approval of Working Drawings & S
 CO-8, Approval to Award Construction Contract
 CO-11, Construction Change Order Log
 CO-14, Project Completion Report
 CO-17, Building Permit
 CO-17 IND, Building Permit for Industrialized Building
 CO-17 MAN, Building Permit for Manufactured Home
 CO-17 TWR, Communications Tower Building Permit
 CO-17 TMP, Building Permit for Temporary Structure
 CO-17 SPC, Special Use Permit
 CO-13.3, Certificate of Use and Occupancy
 CO-13.3 IND, Certificate of Use and Occupancy for Indi
 CO-13.3 MAN, Certificate of Use and Occupancy for Ma
 CO-13.3 TWR, Certificate of Use and Occupancy for Co
 CO-13.4, Building Permit Close Out

The Forms Home Page



Forms Home Page



Home > Forms Home Page

Project Number: 16130 Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: Project # = 16130

Edit	Copy Form To	Agency	Number ▲	Tracking	Title	Form Type ▲	Rev. # ▲	Submitted	Status	Appropriation	Building Name	Work Permitted
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	0	06/10/1998	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	1	06/06/2000	APPROVED	\$13,070,088		
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	--Select the f▼	501	16130-000		IMP: UPGRADE OPERATIONAL FACI...	CO-2	4	06/29/2010	APPROVED	\$13,070,088		
	--Select the f▼	501	16130-001		CARLISLE AHQ	CO-2	0	08/17/2000	APPROVED	\$13,070,088		



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Item 1 to 10 of 236

Add New Empty Form (Click on the form to add from the list below)

Form Type --Select the form type to add--



Creating a New Form from Scratch



Forms Home Page

Home > Forms Home Page

Project Number: 16130 Show All Filter Settings

View & Edit or Copy Existing Forms, Filter: Project # = 16130

Edit	Copy Form To	Form	Rev.	Status	Appropriation	Building Name
	--Select the f--	CO-2, Authority to Initiate Capital Outlay Project		APPROVED	\$13,070,088	
	--Select the f--	CO-3, A/E Contract Log				
	--Select the f--	CO-4, Application for Approval of Schematic Design				
	--Select the f--	CO-5, Application for Approval of Preliminary Design				
	--Select the f--	CO-6, Application for Approval of Working Drawings & Specifications		APPROVED	\$13,070,088	
	--Select the f--	CO-8, Approval to Award Construction Contract				
	--Select the f--	CO-11, Construction Change Order Log				
	--Select the f--	CO-14, Project Completion Report		APPROVED	\$13,070,088	
	--Select the f--	CO-17, Building Permit				
	--Select the f--	CO-17 IND, Building Permit for Industrialized Building				
	--Select the f--	CO-17 MAN, Building Permit for Manufactured Home		APPROVED	\$13,070,088	
	--Select the f--	CO-17 TWR, Communications Tower Building Permit				
	--Select the f--	CO-17 TMP, Building Permit for Temporary Structure				
	--Select the f--	CO-17 SPC, Special Use Permit		APPROVED	\$13,070,088	
	--Select the f--	CO-13.3, Certificate of Use and Occupancy				
	--Select the f--	CO-13.3 IND, Certificate of Use and Occupancy for Industrialized Building		APPROVED	\$13,070,088	
	--Select the f--	CO-13.3 MAN, Certificate of Use and Occupancy for Manufactured Home				
	--Select the f--	CO-13.3 TWR, Certificate of Use and Occupancy for Communications Tower				
	--Select the f--	CO-13.4, Building Permit Close Out				

Add New Empty Form

Form Type --Select the form type to add--

BITS

[Home](#) > [Forms Home Page](#)

View & Edit or Copy Existing Forms, Filter: Project # = 16130

[illegible]

Viewing / Editing a Form (Project Tab)



CO-2, Authority to Initiate Capital Outlay Project



Home > Forms Home Page > BCOM Form

Agency 501	Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sched.	Attachments	Approvals	Actions	Audit
Project 16130-000	This form has been converted from a previous version of BITS which did not have all the fields this version does. Some of the fields may be missing data.								
Form Name CO-2	Submit Date: 6/29/2010								
Revision 4	Revision: 4								
Form Status APPROVED	Project Data								
Links Click Here	Revised By								
Form Actions Save Print	Project	Number: 16130	Found						
		Name: IMP: UPGRADE OPERATIONAL FACILITIES		(Project Number pending)					
	Sub-Project	Number: 000	Found						
		Name: IMP: UPGRADE OPERATIONAL FACILITIES		(Sub-Project Number pending)					
	Agency	501 - VIRGINIA DEPARTMENT OF TRANSPORTATION							
	Facility/Campus	--Select One--							
	Project Type	VDOT - CHEMICAL BUILDING							
	Location (FIPS Code)	Unknown Location [000] SFMO: VARIOUS LOCATIONS							
	Alternate Authority	<input type="checkbox"/> HECO <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Independant or Non-State Entity <input type="checkbox"/> N/A							=
	Procurement Method	<input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management <input type="checkbox"/> Design-Build <input type="checkbox"/> To Be Determined <input type="checkbox"/> PPEA <input type="checkbox"/> ESCO <input type="checkbox"/> VPPA Proceed Other: <input type="text"/>							=
	Project Group	<input type="checkbox"/> Chapter 1 (2008 Special Session) <input type="checkbox"/> Chapter 874 (2010-2012) <input type="checkbox"/> GOB-DPB CO-8 Approval Required							=
	CARS Cost Code	<input type="text"/>							
	Agency Tracking Number	<input type="text"/>							

Viewing / Editing a Form (Funds Tab)



CO-2, Authority to Initiate Capital Outlay Project



Home > Forms Home Page > BCOM Form

Agency 501	Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sched.	Attachments	Approvals	Actions	Audit																																																																									
Project 16130-000	Project Funds (List both available and proposed funds)																																																																																	
Form Name CO-2	<div>Appropriation Act</div> <table border="1"> <thead> <tr> <th colspan="9">Add</th> </tr> <tr> <th>Edit</th><th>Item Number</th><th>Chapter No</th><th>Chapter Date</th><th>Fund</th><th>Amount</th><th>Delete</th><th>Editor</th><th></th> </tr> </thead> <tbody> <tr> <td></td><td>C-141</td><td>464</td><td>98-00</td><td>TRANSPORTATION</td><td>\$8,254,000</td><td></td><td>RSMITH</td><td></td> </tr> <tr> <td></td><td>C-188</td><td>073</td><td>00-02</td><td>TRANSPORTATION</td><td>\$3,764,000</td><td></td><td>RSMITH</td><td></td> </tr> <tr> <td></td><td>C-310</td><td>3</td><td>06-08</td><td>TRANSPORTATION</td><td>\$1,503,000</td><td></td><td>RSMITH</td><td></td> </tr> <tr> <td></td><td>C-164</td><td>879</td><td>08-10</td><td>TRANSPORTATION</td><td>\$1,452,000</td><td></td><td>RSMITH</td><td></td> </tr> <tr> <td></td><td>N/A</td><td>N/A</td><td>10</td><td>TRANSPORTATION</td><td>(\$3,318,242)</td><td></td><td>RSMITH</td><td></td> </tr> <tr> <td colspan="5">Totals</td><td colspan="4">\$11,654,758</td><td></td> </tr> </tbody> </table>									Add									Edit	Item Number	Chapter No	Chapter Date	Fund	Amount	Delete	Editor			C-141	464	98-00	TRANSPORTATION	\$8,254,000		RSMITH			C-188	073	00-02	TRANSPORTATION	\$3,764,000		RSMITH			C-310	3	06-08	TRANSPORTATION	\$1,503,000		RSMITH			C-164	879	08-10	TRANSPORTATION	\$1,452,000		RSMITH			N/A	N/A	10	TRANSPORTATION	(\$3,318,242)		RSMITH		Totals					\$11,654,758				
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Viewing / Editing a Form (Approvals Tab)



CO-2, Authority to Initiate Capital Outlay Project




Home > Forms Home Page > BCOM Form

Agency 501	Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sched.	Attachments	Approvals	Actions	Audit
Project 16130-000	Project Authorization								Revised By
Form Name CO-2	Authorization Templates --Select One--								
Revision 4	<div>ABC</div> <div>Undo, Redo, Cut, Copy, Paste, Find, Print, Bold, Italic, Underline</div> <div></div>								
Form Status APPROVED	Authorization								
Links Click Here									
Form Actions									
 Save									
 Print									


Project Approvals

Approvals	Role	Action	By	Date
	Agency Approval	Submitted	BITS Conversion	6/29/2010 12:00:00 AM
	BCOM Director	Approved	BITS Conversion	7/23/2010 12:00:00 AM
	DPB Agency Analyst	Approved	BITS Conversion	8/9/2010 12:00:00 AM
	DPB Section Manager	Approved	BITS Conversion	8/13/2010 12:00:00 AM




Saving a Form



CO-2, Authority to Initiate Capital Outlay Project



Home > Forms Home Page > BCOM Form

Agency 501	Project/Form	Funds	Budget Sum.	Budget Details	Scope & Sched.	Attachments	Approvals	Actions	Audit
Project 16130-001	This form has been converted from a previous version of BITS which did not have all the fields this version does. Some of the fields may be missing data.								
Form Name CO-2	Submit Date: -								Revision: -
Revision -									
Form Status DRAFT									
Links Click Here									
Form Actions									
 Save									
 Delete									
 Print									
Project Data									
Project	Number:								
	Name:								
Sub-Project	Number:								
	Name:								
Agency	501 - VIR								
Facility/Campus	--Select O								
Project Type	MAINTEN								
Location (FIPS Code)	Unknown SFMO: VAR								
Alternate Authority	<input type="checkbox"/> HECC <input type="checkbox"/> Indepe								
Procurement Method	<input type="checkbox"/> Design-Bid-Build <input type="checkbox"/> Construction Management <input type="checkbox"/> Design-Build <input type="checkbox"/> To Be Determined <input type="checkbox"/> PPEA <input type="checkbox"/> ESCO <input type="checkbox"/> VPPA Proceed	- <u>Distributed</u>							
Project Group	Other: <input type="text"/>								
	<input type="checkbox"/> Chapter 1 (2008 Special Session) <input type="checkbox"/> Chapter 874 (2010-2012) <input type="checkbox"/> GOB-DPB CO-8 Approval Required	-							

Save Form

Actions:

☒ Save data only. Do not submit form.

☐ Save data and rollback to draft.

☐ Saves data and submit form.

Email Remarks:

Printing a Form



Form Print Preview



1 of 1 | Export to the selected format | Export

CO-2, Authority to Initiate Capital Outlay Project

Revision: 4

PROJECT **501-16130-000**

Form Status : APPROVED

Agency: VIRGINIA DEPARTMENT OF TRANSPORTATION
Project: IMP: UPGRADE OPERATIONAL FACILITIES
Sub-Project: IMP: UPGRADE OPERATIONAL FACILITIES
Project Type: VDOT - CHEMICAL BUILDING
FIPS Code/Location: 000 - Unknown Location
Comments:

PROJECT FUNDS

Appropriation Act:

Item Number	Chapter No. / Date	Amount	Fund / Fund Details
C-141	464/98-00	\$8,254,000	T-TRANSPORTATION
C-188	073/00-02	\$3,764,000	T-TRANSPORTATION
C-310	3/06-08	\$1,503,000	T-TRANSPORTATION
C-164	879/08-10	\$1,452,000	T-TRANSPORTATION
N/A	N/A/10	(\$3,318,242)	T-TRANSPORTATION

Other Sources:

Funds Transfer, From project: 16130000, To Project: 16332000	(\$264,000)
Funds Transfer, From project: 13300000	\$163,250
Funds Transfer, From project: 15840000	\$42,416
Funds Transfer, From project: 16129000	\$1,250,000
Funds Transfer, From project: 16128000	\$143,029
Funds Transfer, From project: 15838000	\$32,340
Funds Transfer, From project: 16678000	\$70,000
Funds Transfer, From project: 16130000, To Project: 16129000	(\$21,705)

Summary:

Questions ?